



**INSTRUCTIONS TO REGISTER ONLINE FOR T.R.A.I.N.
COURSES/CONFERENCES**

- Go to ky.train.org
(Register as a user if not already registered.)
 - Enter Login Name and Password
1. Click on Course Search.
 2. Click Browse My State Only.
 3. Scroll down to the course title, may need to go to next page(s) to find course.
 4. Click on title.
 5. Click Registration Tab.
 6. Click on the dropdown next to the Select Credit Type and click on appropriate type (if available).
 7. Click Register.
 7. A message will appear asking if you are sure you want to register **click Yes**.

A message will come back with the credit type, session location and date of the course you have registered.

Return to your Home Page, under My Learning (Blue Folder lower right corner) to view courses that you have registered for.